

## Consumer Product Safety Commission

## § 1000.12

(b) *Interpretations of regulations.* Upon written request, the Assistant Executive Director for Compliance will issue written interpretations of Commission regulations pertaining to the safety standards and the enforcement of those standards. Interpretations of regulations represent the interpretations of the staff and may be changed or superseded by the Commission. Requests for such interpretations should be sent to the Assistant Executive Director for Compliance, Consumer Product Safety Commission, Washington, DC 20207. Requests for interpretations of administrative regulations (e.g., Freedom of Information Act regulations) should be sent to the Secretary, Consumer Product Safety Commission, Washington, DC 20207.

[56 FR 30496, July 3, 1991, as amended at 60 FR 26825, May 19, 1995]

### **§ 1000.8 Meetings and hearings; public notice.**

(a) The Commission may meet and exercise all its powers in any place.

(b) Meetings of the Commission are held as ordered by the Commission and, unless otherwise ordered, are held at the principal office of the Commission at 4330 East West Highway, Bethesda, Maryland. Meetings of the Commission for the purpose of jointly conducting the formal business of the agency, including the rendering of official decisions, are generally announced in advanced and open to the public, as provided by the Government in the Sunshine Act (5 U.S.C. 552b) and the Commission's Meetings Policy (16 CFR part 1012).

(c) The Commission may conduct any hearing or other inquiry necessary or appropriate to its functions anywhere in the United States. It will publish a notice of any proposed hearing in the FEDERAL REGISTER and will afford a reasonable opportunity for interested persons to present relevant testimony and data.

(d) Notices of Commission meetings, Commission hearings, and other Commission activities are published in a Public Calendar, as provided in the Commission's Meetings Policy (16 CFR part 1012).

[56 FR 30496, July 3, 1991, as amended at 62 FR 46667, Sept. 4, 1997]

### **§ 1000.9 Quorum.**

Three members of the Commission constitute a quorum for the transaction of business. If there are only three members serving on the Commission because of vacancies, two members constitute a quorum. If there are only two members serving on the Commission because of vacancies, two members constitute a quorum, but only for six months from the time the number of members was reduced to two.

### **§ 1000.10 The Chairman and Vice Chairman.**

(a) The Chairman is the principal executive officer of the Commission and, subject to the general policies of the Commission and to such regulatory decisions, findings, and determinations as the Commission is by law authorized to make, he or she exercises all of the executive and administrative functions of the Commission.

(b) The Commission annually elects a Vice Chairman to act in the absence or disability of the Chairman or in case of a vacancy in the Office of the Chairman.

### **§ 1000.11 Delegation of functions.**

Section 27(b)(9) of the Consumer Product Safety Act (15 U.S.C. 2076(b)(9)) authorizes the Commission to delegate any of its functions and powers, other than the power to issue subpoenas, to any officer or employee of the Commission. Delegations are published in the Commission's Directives System.

### **§ 1000.12 Organizational structure.**

The Consumer Product Safety Commission is composed of the principal units listed in this section.

(a) The following units report directly to the Chairman of the Commission:

- (1) Office of the General Counsel;
- (2) Office of Congressional Relations;
- (3) Office of the Secretary;
- (4) Office of the Inspector General;
- (5) Office of Equal Employment Opportunity and Minority Enterprise;
- (6) Office of the Executive Director.

(b) The following units report directly to the Executive Director of the Commission:

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- (1) Office of the Budget;
- (2) Office of Hazard Identification and Reduction;
- (3) Office of Information and Public Affairs;
- (4) Office of Compliance;
- (5) Office of Planning and Evaluation;
- (6) Office of Human Resources Management;
- (7) Office of Information Services;
- (8) Directorate for Administration;
- (9) Directorate for Field Operations.
- (c) The following units report directly to the Assistant Executive Director for Hazard Identification and Reduction:
  - (1) Directorate for Economic Analysis;
  - (2) Directorate for Epidemiology and Health Sciences;
  - (3) Directorate for Engineering Sciences;
  - (4) Directorate for Laboratory Sciences.

[61 FR 1707, Jan. 23, 1996]

### § 1000.13 Directives system.

The Commission maintains a Directives System which contains delegations of authority and descriptions of Commission programs, policies, and procedures. A complete set of directives is available for inspection in the public reading room at Commission headquarters.

### § 1000.14 Office of the General Counsel.

The Office of the General Counsel provides advice and counsel to the Commissioners and organizational components of the Commission on matters of law arising from operations of the Commission. It prepares the Commission's legislative program and comments on relevant legislative proposals originating elsewhere. The Office, in conjunction with the Department of Justice, is responsible for the conduct of all Federal court litigation to which the Commission is a party. The Office also advises the Commission on administrative litigation matters. The Office provides final legal review of and makes recommendations to the Commission on proposed product safety standards, rules, regulations, petition actions, and substantial hazard actions. It also provides legal review of

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certain procurement, personnel, and administrative actions and drafts documents for publication in the FEDERAL REGISTER.

### § 1000.15 Office of Congressional Relations.

The Office of Congressional Relations is the principal contact with the committees and members of Congress. It performs liaison duties for the Commission, provides information and assistance to Congress on matters of Commission policy, and coordinates testimony and appearances by Commissioners and agency personnel before Congress.

### § 1000.16 Office of the Secretary.

The Office of the Secretary prepares the Commission's agenda, schedules and coordinates Commission business at official meetings, and records, issues, and stores the official records of Commission actions. The Office prepares and publishes the Public Calendar under the Commission's Meetings Policy. The Office exercises joint responsibility with the Office of the General Counsel for the interpretation and application of the Privacy Act, Freedom of Information Act, and the Government in the Sunshine Act, and prepares reports required by these acts. It issues Commission decisions, orders, rules, and other official documents, including FEDERAL REGISTER notices, for and on behalf of the Commission and controls the use of the Commission seal. The Secretary of the Commission also serves as the agency's Advisory Committee Management Officer, and is responsible for managing the establishment, procedures, and accomplishments of all advisory committees utilized by the Commission. The Office supervises and administers the dockets of adjudicative proceedings before the Commission. The Office maintains the records of continuing guaranties of compliance with applicable standards of flammability issued under the Flammable Fabrics Act (FFA) which are filed with the Commission in accordance with provisions of section 8(a) of the FFA (15 U.S.C. 1197(a)). Upon request, the Office of the Secretary provides appropriate forms to persons and firms desiring to execute continuing